

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

HUMAN RESOURCES DEVELOPER SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for a human resources development program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are three classifications in this job.

Position Code Title – Human Resources Developer Specialist-2

Human Resources Developer Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to an office director, division director, or equivalent-level administrator.

Position Code Title – Human Resources Developer Specialist-3

Human Resources Developer Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or equivalent-level executive.

Position Code Title – Human Resources Developer Specialist-4

Human Resources Developer Specialist 15

The employee functions as a fourth-level specialist or as an administrative assistant to an executive.

First-level specialists are classified at the advanced level of the Human Resources Developer job.

JOB CONCEPTS

Specialist jobs are evaluated by the appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, the scope of the program or specialty, and the impact of the job functions to determine the classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide,

HUMAN RESOURCES DEVELOPER SPECIALIST

PAGE NO. 2

departmentwide, agencywide, or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, departmentwide, agencywide, or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Administrative Assistant jobs predominately and essentially function to advise and assist an administrator or executive in all areas for which the official is responsible. The positions report directly to the official in a staff capacity and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings, and are otherwise, assisting in all areas of the official's responsibilities.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist

Plans, develops and conducts comprehensive programs for staff development and training.

Develops assessment techniques and evaluates staff development and training programs, methods and materials; makes or recommends improvements.

Develops programs for or instructs department supervisory personnel or others on the techniques of training.

HUMAN RESOURCES DEVELOPER SPECIALIST

PAGE NO. 3

Develops or selects training materials such as training handbooks, demonstration models, multimedia visual aids, reference works, etc.

Formulates procedures, policies and guidelines for assigned human resources development programs.

Performs duties of unusual significance or importance to the Department.

Makes recommendations in areas of expertise.

Develops program goals and plans for implementation.

Develops alternative strategies for programs based on analysis and research in an assigned specialty area.

Acts as a liaison with other agencies, organizations, and employees to coordinate human resources development programs.

Plans and coordinates the training of staff in human resources development activities.

Serves as a technical advisor and liaison with industry, community groups, and/or governmental agencies.

Conducts special projects.

Prepares special studies and reports.

Prepares budgets.

Maintains records, and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact, which increases with the level of the position.

Administrative Assistant

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

HUMAN RESOURCES DEVELOPER SPECIALIST

PAGE NO. 4

Specialist

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Working Conditions

Some jobs require travel.

Some jobs are located in hospitals, juvenile detention centers, mental health facilities, or prison facilities.

Some jobs function in adversarial situations.

Physical Requirements

None.

Education

Possession of a bachelor's degree in any major.

Experience

Four years of experience as a human resource developer, including two years of experience equivalent to a Human Resources Developer P11.

HUMAN RESOURCES DEVELOPER SPECIALIST

PAGE NO. 5

OR

One year of experience equivalent to a Human Resources Developer 12.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

HUMRDVSPL

Job Code Description

Human Resources Developer Specialist

Position Title

Position Code

Pay Schedule

Human Resources Developer Specialist-2

HUMSPL2

NERE-182

Human Resources Developer Specialist-3

HUMSPL3

NERE-186

Human Resources Developer Specialist-4

HUMSPL4

NERE-188

ECP Group 2

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SH/VLWT/asw/Team Leaders